

# FINAL REPORT

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## EVALUATION AND ASSESSMENT

### SANBORNTON TOWN OFFICE & PUBLIC SAFETY BUILDINGS

### SANBORNTON, NEW HAMPSHIRE

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FEBRUARY 1, 2017

The H.L. Turner Group Inc.

ARCHITECTS ■ ENGINEERS ■ BUILDING SCIENTISTS

# The H.L. Turner Group Inc.

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February 1, 2017

Ms. Katie Ambrose, Town Administrator  
Town of Sanbornton  
P.O. Box 124  
Sanbornton, NH 03269

SUBJECT: Evaluation and Assessment of Sanbornton Town Office & Public Safety Buildings  
Sanbornton, New Hampshire

Dear Mr. Smith:

Please find the attached final report and other documents for the evaluation and assessment for the Town Office and Public Safety Buildings for the Town of Sanbornton.

We appreciate the opportunity to present this report, and look forward to further assisting Town of Sanbornton with this project.

Sincerely,

THE H.L. TURNER GROUP INC.



William D. Hickey  
Senior Vice President

## **TOWN OFFICE BUILDING – 573 Sanborn Road (NH Rte. 132)**

### **Site Assessment – Town Office Building**

On Tuesday March 1 and Friday March 11, 2016, The H.L. Turner Group Inc. (TTG) visited the site of the Sanbornton Town Offices and Public Safety Building to assess existing site and building conditions and provide recommendations and suggestions regarding improvements to consider for the site and building.

Specifically, this site assessment reviewed items such as available parking, drainage, lighting, accessibility, and other factors affecting the functionality of the site and its users. These results of our investigation of the Town Office Building are summarized below, along with TTG's recommended improvements.

### **Parking**

#### **Observations**

The Town Office building provides twelve parking spaces, one of which is reserved as a handicapped accessible space. The signage does not indicate it is a van accessible space but the geometry of the space and the adjacent aisle comply with the Americans with Disabilities Act (ADA) specifications for such a space. The one concern is that it is located further from the accessible public entrance than some of the other spaces. There is enough space along the front (south side) of the building to relocate the accessible space without sacrificing another parking space, however the grade of the pavement slopes in excess of 2%, which is the maximum allowed for an accessible space. Town of Sanbornton regulations do not specify a minimum number of required parking spaces but the available spaces appear adequate to service these offices. There is not a lot of area on this site to expand the parking if needed, given its topography and the presence of water features.

The five standard spaces along the front of the building are difficult to exit without backing onto Route 132 (Sanborn Road), but given the space restrictions on the property there are few alternatives.

The remaining six spaces are along the east side of the building and share space with the parking lot for the Public Safety Building. There is adequate space for vehicle turning movements.

#### **Recommendations**

- Restripe all spaces- the lines are faded and difficult to see.
- Consider restriping the spaces on the south side of building to move the accessible space closer to the main entrance, if the parking lot slope is 2% or less. ADA requires that accessible parking spaces and the adjacent access aisles slope at 2% or less in every direction.



- Install a 'Van Accessible' sign at the accessible space. Refer to ADA standards and details to ensure proper installation.

## **Asphalt**

### Observations

The paved driveway and parking surfaces are in decent condition. There is some stress cracking, but not more than what is expected for a site of this age. The pavement slopes away from the building (with the exception of one area on the west side, which is discussed in the 'Drainage' section).

### Recommendations

- Hire a contractor to clean and fill the existing cracks with a bituminous-based product.
- Inspect the asphalt surfaces annually and repair or otherwise address cracks and other imperfections as they arise.
- Develop a site maintenance schedule to include parking lot sweeping; TTG recommends 2 – 3 times per year or as conditions warrant.

## **Lighting**

### Observations

There is very little direct site lighting. Aside from a fixture mounted to the utility pole at the southwest corner of the building all external lighting is provided by building-mounted wall packs. These lights probably illuminate the spaces immediately adjacent to the building but fail to provide adequate lighting for the entire lot.

### Recommendations

- Review adequacy of existing lighting on a dark night. If the Town decides to supplement or replace what is currently there, consult with a lighting design specialist. In addition to providing greater illuminance, the consultant can specify luminaires that consume less electricity than the current lights, such as LED's. The design should consider the site as a single entity, not two separate buildings.

## **Fire Pond**

### Observations

The fire pond sits west of the Town Office building. It is a manmade pond contained by a constructed earthen embankment along the south side. There is an 8-inch plastic PVC pipe set vertically to provide an outlet and maintain the water surface at a constant elevation (this type of outlet is often referred to as a glory hole). The inlet is approximately equal to the floor



elevation of the Town Office building. The horizontal pipe opening has no grate or filter to prevent leaves, sticks, or other debris from flowing into the pipe, which could create a clog in an inaccessible section of the underground portion of the pipe. It is unclear where the vertical outlet pipe discharges (refer to the 'Drainage' section of this report). In addition, there is a vegetated emergency spillway at the western end of the pond. The spillway discharges into the stone-lined swale between the pond embankment and the edge of Route 132.

There is a freestanding standpipe adjacent to Pound Road on the north side of the pond. There appears to be a second standpipe that is capped at the exterior south wall of the Town Office Building. It is unclear if there is a direct connection between this pipe and the pond.

The constructed pond embankment paralleling Route 132 has several coniferous trees, shrubs, and other woody vegetation growing along the south and east sides of the pond. Although this pond does not appear to meet the NHDES criteria for dam classification, this vegetation is a concern as it can weaken the integrity of the earth detaining the water in the pond by providing conduits for water to seep through, potentially leading to an embankment failure.

### Recommendations

- Remove the trees, shrubs, and other overgrowth from the south embankment, between the pond and Route 132. Maintain the embankment as a grass-covered surface. Vegetation on the north, east, and west sides of the pond, where it is cut into the existing grade, can remain because there is no danger of an embankment failure in these areas.
- Install a debris screen over the 8-inch glory hole opening to prevent large debris (leaves, sticks, trash) from entering the pipe and potentially clogging it.
- Ensure the emergency spillway remains clear of debris and excess vegetation (anything other than grass). Verify the entire channel is lower than the pond embankment.
- Investigate the status of standpipe at the Town Office building. Ensure it is functioning as intended, otherwise discontinue its use and disconnect from the pond.
- The site maintenance schedule should include inspection and maintenance of the pond embankment and water management measures (outlet pipe and the emergency spillway). Inspections should occur no less than annually. Mow the embankment monthly during the growing season to control excessive growth.

### **Septic System**

#### Observations

The Town Office building shares an effluent disposal area (EDA) with the Public Safety Building, discussed more thoroughly in the section of the report focused on that building. The office's septic system is located on the west side of the building and consists of a 1000-gallon concrete

septic tank and an adjacent concrete pump station. Effluent is pumped through a 1 ¼-inch PVC plastic low pressure line to a second pump station set behind the Public Safety Building. This force main runs north and sweeps eastward around the north side of the office building. This line continues behind the Public Safety Building and discharges directly into that second pump station. There are few details available about this line so TTG does not know what the invert of this line is or whether it transitions to a gravity line before entering the second pump station.

The pump station appears to be a simplex (single pump) system and has a high water alarm located inside the Town Office building. The pump is controlled at the circuit breaker because there is no separate control panel. The electrical wiring appears to be routed through a timer device mounted to the exterior west face of the office building. At the time of TTG's visit, the timer was set in the 'Off' position.

The pump station hatch is inaccessible because dense shrubs surround it. Based on this we suspect the pump station and installed components (pump, floats, wiring) have been inspected neither recently nor regularly. TTG can find no record of service other than verification the septic tank has been pumped.

The Town reports the water supply from the onsite well, serving both the Office Building and the Public Safety Building, is non-potable. Considering the low-pressure force main runs within 35-feet of this well, the possibility exists that the sewer line is leaking and contaminating the water supply, though this is speculation.

#### Recommendations

- Remove the vegetation from around the pump station to permit access.
- Have the septic tank and pump station inspected to determine the condition of the concrete and baffles, whether or not there is an outlet filter, possible corrosion of electrical lines, the condition of the pump, and evidence of groundwater infiltration into the structures. TTG suspects there is a stormwater culvert from a catch basin to the septic tank, which should be terminated if the connection exists. Refer to the 'Drainage' section of this report.
- Test the alarm and pump station floats to verify proper functioning, and that the pump and the alarm are on separate electrical circuits.
- Determine whether the timer controls the pump. NHDES regulations require septic system pumps to operate at least three times per day; however, this may not be feasible in this location due to potentially low volumes of wastewater.
- Ensure the septic tank is pumped yearly. Inspect the tank and pump station chamber at the same time.
- Include septic system maintenance and inspection in a site maintenance schedule recommended for this property.

## Drainage

### Observations

On the north side of the building there is a grassed and wooded slope of some significance that slopes toward the building. It is important that the Town maintain adequate drainage on the north side of the building to move any stormwater runoff and snowmelt away from the foundation. During spring thaw and after rainfall events groundwater seepage ponds on the north side of the office building. There is some evidence of the ground settlement at the foundation, particularly where the addition with the oil storage tank meets the original building. Water drains back toward the building in this area. Two catch basins (one with a square inlet and one with a round inlet) at the northwest corner of the building help drain some of this runoff, but the ground has settled around them, leaving the inlets higher than surrounding grade. Water ponds around the perimeter of the grates until it evaporates or seeps into the ground. The structure with the round inlet grate consists of stacked masonry blocks and the water pooling around the inlet grate seeps through the joints between the blocks and into the basin. Over time, this leakage can create sinkholes and lead to structure failure, as well as increase the sediment loading in the discharge water. The basin has a 4-inch diameter PVC pipe exiting eastward, toward the fire station. We suspect it ties into the foundation drains, which discharge into a catch basin along the edge of Route 132 in front of the Town Office building, but there are no existing utility plans to confirm this.

The catch basin with the square inlet has a single 8-inch HDPE plastic outlet pipe that appears to discharge into the septic tank on the west side of the building. TTG removed the septic tank riser cover and though we were unable to confirm this visually, we could hear water trickling into the tank at a constant rate that appeared consistent with the rate of flow out of the catch basin.

A swale on the west side of the building that should intercept runoff and direct it to the catch basin is shallow and nearly flat. Water accumulates in this depression until it evaporates or seeps into the ground.

The office building has a propane generator on the north side of the building. It is near the toe of the vegetated slope and sits unprotected from runoff. Three vertical aboveground propane tanks also sit at the toe of this slope. They are on concrete pads that sit flush with the surrounding grassed surface. This north side likely remains very wet for most of the year because of runoff and groundwater seepage.

On the west side of the building, the pavement slopes toward an exterior door, which allows water to seep into the office space during rain events.

The building has a gable roof and rainfall runs off the eave and discharges directly onto the ground, where it flows overland. There are no gutters or perimeter surface drains to intercept the roof runoff.

Along the west side of the fire pond there is a partially exposed 12-inch diameter HDPE plastic culvert running from Pound Road to the roadside swale on the north side of Route 132. Its outlet is elevated above the outfall surface several inches due to scour erosion. TTG could not determine where the inlet to this pipe originates. It seems to cross Pound Road but there was no evident inlet. It may be buried beneath leaves, sand, and other debris. Water was flowing from the outlet at the time of our visits so it receives runoff from somewhere. Discharge from this HDPE culvert flows through a stone-lined swale along Route 132. There is some excessive vegetation growing in that swale (cattails and other thick reedy plants), reducing the capacity and efficiency of the channel.

The catch basin located directly in front of the Town Office Building along the Route 132 right-of-way receives runoff from five inlet pipes: Three 4-inch PVC pipes that are probably foundation drains from the office building, an 18-inch HDPE pipe carrying water from a headwall inlet at the roadside swale mentioned above, and a 12-inch HDPE pipe coming from an unknown origin. We suspect it connects to the fire pond outlet pipe but without record utility drawings, we cannot be certain.

#### Recommendations

- Create a vegetated swale running perpendicular to the slope on the north side of the building to intercept runoff and channel it around the building, to reduce the amount of standing water and saturated soils against the foundation on the north side of the offices. Position the swale approximately a third of the way up from the toe of the slope so it can also protect the generator by intercepting runoff immediately upstream of this unit, helping to protect it from water and ice damage.
- Reset the grate elevations of the catch basins at the northwest corner so the ground slopes to them to drain. Redefine the swale on the west side of the building so it can more efficiently channel runoff and snowmelt to the inlet structure. Establish a vegetated swale on the north side of the building at the toe of the slope to capture runoff and ensure it drains westward into the catch basin or eastward to the culvert running beneath the parking lot.
- Remove the culvert that discharges directly into the septic tank. A good solution may be to also remove the catch basin with the square grate and regrade the lot to drain into the catch basin with the round inlet. Before doing so, confirm the discharge location of the 4-inch diameter PVC outlet pipe. Directing stormwater runoff into the septic system increases the likelihood the effluent disposal area will fail prematurely, because it is designed to manage only the sewage flows from the buildings, not groundwater, snowmelt, and stormwater runoff. Additionally, if the effluent pump was to fail and the

septic tank backs up, the culvert provides a direct hydraulic connection to an open catch basin, which could lead to public health and safety concerns.

- Install a trench drain or similar inlet to capture runoff in front of the exterior door at the southwest corner of the building.
- Regrade the non-paved areas abutting the foundation to ensure the ground slopes away from the building. Consider installing a stone lined drip edge with a perforated pipe around the perimeter of the building where there is no pavement, to collect stormwater and snowmelt and pipe it away from the structure.
- Set the propane tanks on level concrete pads that extend at least 6-inches above the surrounding grade.
- Place 8 – 12-inches of loam and seed over the exposed section of 12-inch HDPE pipe west of the fire pond. Stabilize with temporary hay mulch until the vegetation is fully established. Install a HDPE plastic flared end section at the outlet and restore the grade at the scoured outlet. Remove debris from the inlet and ensure it remains open and unobstructed.
- Install gutters that tie into existing drainage piping to capture roof runoff.
- Develop a stormwater inspection and maintenance plan for the site that includes such items as swale maintenance, parking lot sweeping, catch basin vacuuming, and other routine maintenance tasks. To gain a more complete understanding of the drainage system, the Town may dye test the lines to confirm the assumptions described herein.

## **Miscellaneous**

### Observations

The aboveground oil tank is located within the protective radius of the well. Although the tank is enclosed within the office building, an accidental spill could conceivably seep through the intersection between the foundation and the sill plate, which could contaminate the water supply. There was no evidence of a spill kit or containment measures in close proximity to the tank.

There is no concrete or asphalt pad to step onto at the northwest exterior door, only a grassed surface.

Only one of the four exterior doors complies with ADA regulations (the front door). At least half of the exits from a public building need to be ADA compliant. The compliance issues relate to threshold heights and door hardware.

Town representatives indicated they received an estimate that treating the well water to potable standards would require a 40,000-dollar investment for a treatment system, but there were no further details available to TTG. There may be less costly alternative treatment

methods, and there may even be State or Federal funding sources that can reduce the fiscal impact to the Town.

### Recommendations

- Install a spill kit in the immediate vicinity of the oil storage tank. Inspect the tank regularly for leaks, signs of distress, or other problems.
- Install a 6-inch thick reinforced concrete pad at the exterior door at the northwest corner of the building. Slope the pad surface away from the building. The Town may construct an asphalt sidewalk from this door to the paved parking on the west side of the structure.
- Modify the sill and doorknob of the exterior door on either the east or west side (or both) of the building to comply with ADA regulations.
- Consult with a water supply engineer to discuss various water treatment options with the goal of providing potable water to the Town Offices and Public Safety Building. In the meantime, the Town should place signage adjacent to water faucets notifying people the water is not safe to drink.

### **Building Assessment – Town Office Building**

The building assessment reviewed items such as building structure, building exterior including roof, doors and windows, interior finishes and mechanical and electrical systems. We also considered factors affecting the functionality of the building for the users. The results of our investigation of the Town Office Building are summarized below, along with TTG's recommended improvements.

#### **Overview**

The Town office building measures 60-feet long by 45-feet wide, occupying a footprint of approximately 2700 square feet. There is a small 5' x 8' enclosure at the rear of the building that is used for the oil storage tanks. The building was constructed in the early 1960's and originally served as the Town's Fire Department. Building construction consists of a perimeter frost wall and footing with a concrete floor slab on grade. The walls are built of concrete masonry units (CMU block) and the ceiling is a series of 2' to 3' wide by 4-inch thick, pre-cast concrete planks laid side by side to form a continuous deck. Because of the vintage of the building, it is doubtful that the CMU walls contain steel reinforcing, but are most likely hollow masonry units. Although we were unable to gain access to the attic space or space above the concrete ceiling slab, we believe the gable style roof is formed from pre-engineered wood roof trusses, spaced approximately 2-feet on center. In general, the building's structure is very robust and there are no unusual problems or issues to report. Although we did not get into the attic space, it would be prudent to open the gable end vent and inspect this area to insure there is adequate insulation and that it is properly positioned to avoid the formation of ice dams along

the edge of the roof. It is imperative that the space be properly vented to avoid the accumulation of excessive moisture which could cause mold to form and eventually lead to degradation of the wood.

## **Building Exterior**

### Observations

The roof is covered with a traditional 3-tab asphalt shingle. The shingles appear to be in very good condition. The front (south side) as well as the east and west sides of the building have been clad with wood clapboards. There are wood trim boards at the eaves, soffit, corners and along the water table at the base of the walls. In some areas the paint is cracked and is starting to peel. The wood trim is more in need of scraping and painting than the clapboards, but the walls will need painting within the next 2 to 3 years. The same applies to the wood cupola straddling the ridge near the front section of the roof as it shows signs of peeling and flaking paint.

The north or rear of the building is the exposed CMU masonry block. The block has been painted but there are a few spots where the paint is blistered and starting to peel. The peeling and blistering paint is indicative of excessive moisture trying to make it's through the wall.

Most of the windows are double hung wood windows and they are in good condition. It appears the windows may have replaced within the last 8 to 10 years. There are two fixed type picture windows on the front of the building. The windows all have double glass with an air gap between panes and there is no sign of fogged or streaked glass, an indication that the sealed space between glass panes is starting to leak.

The exterior doors are painted steel insulated doors, some with glass lights, others, with no glass. The doors, door frames, glass and hardware all appear to be in good condition.

### Recommendations

- Monitor the condition of the exterior coatings on the wood trim, clapboards and CMU wall and sometime within the next 2 to 3 years, make plans to scrape and re-paint the building.

## **Interior Finishes**

### Observations

There are a variety of interior finishes. The floors have VCT (vinyl composition tile) in the entryway and hallways, including the break room and bathroom. The offices and main meeting room are carpeted. All of the flooring appears to be in good condition.

Most of the perimeter walls and the interior partition walls are clad with gypsum wallboard and painted. Most of the areas are in good condition although a few areas, such as the janitor's closet and the kitchen/break room may require some touch up paint. A few exposed walls are CMU that have been painted.

The ceilings consist of a combination of suspended type or drop ceilings, with 2' x 4' acoustical tiles loose laid into a suspended steel grid system, and 12-inch square acoustical tiles permanently fastened to strapping attached to the concrete planks. The ceilings are in good condition and we saw no evidence of stained tiles indicating roof leaks or condensation from pipes or ductwork.

#### Recommendations

- Establish a program to repaint the walls every 5 to 7 years.
- Monitor the ceiling tiles for staining which would indicate an active roof leak, or possibly condensation from a pipe or air conditioning duct. Fix the roof leak or source of condensation and then follow up with tile replacement.
- Replace the carpet in the main meeting room in the next 3 to 5 years and in the remainder of the office spaces in the next 4 to 6 years.

#### **ADA Accessibility & Security**

##### Observations

The Town Office Building is ADA accessible at the main entry and the door is fitted with lever style handles that meet ADA accessibility guidelines. Although most of the other exterior doors are accessible in terms of no threshold steps with level approaches with adequate side clearances, they do not have lever style handles on the doors, which is required under ADA guidelines. This is also the case with the doors at each of the individual office spaces. The counter's that serve the Town Clerk/Tax Collector's Offices and the Assessors/Planning Office are a bit too high to meet ADA compliance. The can be no higher than 36-inches with a corresponding width of 36-inches.

Access to the main public meeting room is accessible and the single bathroom in the Town Office Building is accessible and ADA compliant.

The Town Office Building has a security alarm for after hours and the door normally used by the public to access the main meeting room has a combination lock on the lockset. The windows serving the Town Clerk/Tax Collector's offices and the window serving the Assessor/Planning Office is wide open. A sliding window at these locations would offer some measure of security. During our site visit it was not unusual to have the doors off the main entry hall that access the office spaces, wide open.



### Recommendations

- Install lever style locksets on all doors
- Install a sliding lockable window at each counter space where the public is served

### **Mechanical Systems**

#### Observations

The main heat supply consists of an oil fired hot air furnace. According to the service card attached to the boiler, it was last serviced in October of 2015 and it stated that the boiler was operating with an efficiency just over 80%. Air flows through ductwork located below the concrete slab on grade to small floor registers in the floor, as well as a series of ducts in the attic space with diffuser grates in the ceiling tiles. The underslab ductwork seems to be located in the west side of the building only.

The building is fully air conditioned by two heat pump units at the rear of the building.

The water supply is from a well on site. Water is pumped to a pressurized storage tank in the utility room where it flows to fixtures in the building including an electric water heater. All systems seem to be performing satisfactorily. It was reported that the water quality is poor and staff and the public are advised not to drink the water.

The building does not have a sprinkler system.

### Recommendations

- Upgrade the equipment to more efficient units.
- Consider testing the water and having a specialty contractor install a water treatment system

### **Electrical and Fire Protection**

#### Observations

The main electrical service is a 100 amp, 120/240 volt, single phase load center that has breakers for the air conditioners, well pump and generator panel with a separate 125 amp panel for breakers for the offices. There is also a separate 30 amp breaker for the water heater. The building's needs are served during a power outage by a propane fired generator located outside on a pad at the rear of the building. The transfer switch and circuit breakers are mounted on the wall just inside the main entrance. The electrical service appears to be functional although it appears to be a series of circuits and equipment added over the years. Some of the panels and breakers are old and eventually the entire service should be upgraded to a 200 amp service.

There is a fire alarm system with pull stations beside the main entry door and the door that exits from the break room/welfare office. We did not observe any horns or strobes throughout the building, nor did we observe any emergency lighting.

Lighting throughout the building is typically recessed fluorescent fixtures in the 2 x 4 grid ceiling or ceiling mounted fluorescent units all with T-12 or T-8 bulbs. These types of lighting fixtures are not energy efficient and should be upgraded to more efficient lighting.

#### Recommendations

- Upgrade the Fire Alarm System with a new alarm panel and include horns and strobes as required throughout the building.
- Install emergency lighting in the meeting room, near exit and on the outside of the building at the main entrance and the rear door.
- Upgrade the lighting fixture to more efficient fluorescent or LED type lights.

#### **Architectural Space Program Review – Town Office Building**

##### Observations

The town administrator indicated a lack of work space and proper secure file storage space. A majority of the file space is now housed in the Selectmen's meeting room. The town departments share an open office space which makes confidentiality of issues being discussed difficult. There is a single restroom for the building, when you get over 15 occupants code requires restrooms be divided by gender. It would also be recommended to have a public restroom and staff restrooms.

Security at the office is a slight concern. The lobby space leads down to the Selectmen's Room, but then to the office space. The arrangement of the Selectmen's Room doesn't allow the ability for the Selectmen to retreat to an adjacent secure space should an event arise. There is a side door directly from the parking lot into the department offices.

In short, the existing building provides limited space for town department functions and inadequate storage space.

##### Recommendations

- To provide increased office and storage space increase building size to approximately 4,200 SF.
- Provide more secure office arrangement.
- Increase size of Selectmen's Room while providing adequate retreat path to secure space.

- Provide additional restroom space.
- See attached proposed conceptual space program and plan diagram (Proposed Site Plan & Option #3).

## **PUBLIC SAFETY BUILDING – 565 Sanborn Road (NH Rte. 132)**

### **Public Safety Building – Site Assessment**

On Tuesday March 1 and Friday March 11, 2016 The H.L. Turner Group Inc. (TTG) visited the Sanbornton Town Offices and Public Safety Building to assess existing site conditions and building in order to provide recommendations and suggestions regarding improvements the Town should consider for this site and building.

Specifically, the assessment reviewed items such as available parking, stormwater drainage, lighting, accessibility and other factors affecting the functionality of the site and its users. The results of our investigation of the Public Safety Building are summarized below, along with TTG's recommendations.

### **Parking**

#### **Observations**

The Public Safety Building (PSB) provides six parking spaces along the west wall of the apparatus bay, one of which is reserved as a handicapped accessible space. The signage does not indicate it is a van accessible space, which is required. The accessible route to the public entrance crosses in front of the apparatus bay overhead doors, but given the existing site conditions there is no practical way to improve this, because the public entrance is in a favorable location within the building, but there is no usable area to provide public parking spaces in closer proximity to this entrance.

At the east end of the building there are four spaces reserved for police department vehicles. One of the spaces is adjacent to an exterior door, which may be partially blocked if a vehicle is in the space. The parking spaces and access driveway slope toward Route 132, and may become icy and hazardous conditions during cold weather.

#### **Recommendations**

- Restripe all spaces- the lines are faded and difficult to see.
- Install a 'Van Accessible' sign at the accessible space. Refer to ADA standards and details to ensure compliant installation.
- Install a guardrail, granite curbing, or similar barrier along the driveway in front of the public entrance and police parking spaces to prevent vehicles from driving off the edge of pavement and down the slope that falls away to Route 132.

- Restripe the four parking spaces at the east side of the building to allow for unobstructed access to the exterior door.

## **Asphalt**

### Observations

The paved driveway and parking surfaces are in decent condition. There is some stress cracking but not more than what is expected for a site of this age.

### Recommendations

- Hire a contractor to clean and fill the existing cracks with a bituminous-based product.
- Inspect the asphalt surfaces annually and repair or otherwise address cracks and other imperfections as they arise.
- There is some erosion at the edges of pavement, particularly along the north side of the parking area between this building and the Town Office Building. Place additional compacted gravels to prevent undermining of the existing pavement.
- Develop a site maintenance schedule to include parking lot sweeping; TTG recommends 2 – 3 times per year or as conditions warrant.

## **Lighting**

### Observations

There is no exterior site lighting except for building-mounted wall packs. These lights probably illuminate the spaces immediately adjacent to the building but fail to provide adequate lighting for the entire lot.

### Recommendations

- Review adequacy of existing lighting on a dark night. If the Town feels it needs to be supplemented, consult with a lighting design specialist. In addition to providing greater illuminance, the consultant can specify luminaires that consume less electricity than the current lights, such as LED's. The design should consider the site as a single entity, not two separate buildings.

## **Septic System**

### Observations

The Public Safety Building and the Town Office building share an effluent disposal area (EDA), located upslope on the north side of the PSB approximately 120-feet away. The sewer line from the PSB drains via gravity to a septic tank on the east side of the building, then into a pump

chamber that also receives the effluent pumped from the Town Office building. This combined effluent from both facilities is pumped up the slope to the EDA.

The pump station appears to be a simplex (single pump) system and has a high water alarm located inside the police department's section of the PSB. Control of the pump is managed via the circuit breaker, as there is no separate control panel.

According to the record drawings, the septic tank and pump station are approximately 10-feet deep. Because of their depth, it is unlikely a thorough inspection of either structure has been conducted since their installation. Each structure has a single access manhole at grade.

The EDA is on a slope, approximately 20 vertical feet higher than the grade at the rear of the PSB. According to record design drawings located by TTG, the EDA is a pressure distribution system and consists of 1 ¼" perforated PVC pipes that disperse the pressurized effluent into a stone bed, from which it infiltrates into the ground. The terrain above the EDA is overgrown with trees and dense shrubs, and there are animal burrows in the side slopes.

#### Recommendations

- Completely remove the vegetation from atop the EDA and fill in any animal burrows. Reseed to ensure a dense stand of grass will cover the EDA. Assess its condition, looking for any signs of system failure, such as liquid seeping out through the side slopes or breaching the surface. As noted in the Town Office Building section of this report, TTG suspects that in addition to the wastewater from these two facilities, some groundwater and runoff from behind the Town Office Building drains into a septic tank and is eventually pumped into the EDA. This creates an additional hydraulic load on the system, for which it was not designed, which increases the risk of premature system failure.
- Inspect the septic tank and pump station to determine the condition of the concrete structures and baffles, whether or not there is an outlet filter, possible corrosion of electrical lines, the condition of the pump, and evidence of groundwater infiltration into the structures.
- Test the alarm and pump station floats to verify proper functioning, and that the pump and the alarm are on separate electrical circuits.
- Pump the septic tank annually, at a minimum. Inspect the tank and pump station chamber at the same time.
- Include septic system maintenance and inspection in a site maintenance schedule recommended for this property.

## Drainage

### Observations

The Public Safety Building sits approximately 2.5-feet lower than and 70-feet east of the Town Office building. The parking area between the two buildings slopes toward the center to keep runoff away from the buildings, but because of the discrepancy in elevation, the slope away from the PSB is less steep than the ground sloping away from the Town Offices, and water tends to puddle in the parking spaces against the west side of the PSB.

On the north side of the building, similar to the condition at the Town Office building, the ground slopes upward for several hundred feet. The terrain is grass-covered and densely wooded. Behind the apparatus bay, a shallow swale intercepts runoff from this slope. It is inadequate to manage runoff significant rainfall or snowmelt events.

Between the Town Offices and the PSB, a steep stream channel flows into an 18-inch diameter HDPE plastic culvert that runs beneath the shared parking lot to a catch basin along the edge of Route 132. From this structure the runoff is piped eastward beneath the edge of Route 132 to a concrete pipe that flows south beneath Sanborn Road. The stream channel between the buildings is overgrown with dense shrubs and trees. The culvert inlet is deformed, potentially affecting its ability to manage all the runoff for which it is designed. This is a critical pipe, for if it were to clog the stream would overflow its banks and flood the parking lot and PSB. The headwall at the inlet is formed with loose-stacked stones and it appears some stream flow is seeping between the stones rather than flowing through the pipe. Over time, this seepage can undermine the parking lot base gravels and create problems with the structural integrity of the pavement.

There are floor drains in the apparatus bay that discharge to an unknown location. TTG suspects they tie into the same underground piping the roof leaders connect to, which is routed to a catch basin through a 4-inch PVC pipe. The catch basin this pipe discharges into is the same one described in the preceding paragraph. There is no apparent oil/water separator between the floor drains and the Route 132 drainage system.

At the edge of the pavement south of the public entrance to the Public Safety Building sits a drain manhole. The sump is full of sand and sediment, but there is no standing water, nor is there an apparent inlet pipe to this structure. A 4-inch PVC plastic outlet pipe exits the manhole heading southeast toward Route 132 but it is unclear where this pipe discharges. A headwall structure along the right-of-way at the southeast corner of the property has an 18-inch HDPE plastic pipe and a 4-inch PVC plastic pipe daylighting through it. The HDPE pipe flows freely but the PVC pipe is completely clogged with roots and sediment. This pipe may be connected to the drain manhole noted above, but TTG was unable to determine that with any certainty.

East of the PSB, at the head of the parking spaces reserved for the police department, there is a 4-foot tall concrete retaining wall. There are no weep drains through the wall and it extends above the retained earth by 4 – 6 inches. This forms a lip to trap water flowing off the slope and can lead to excessive hydraulic pressures on the backside of the wall. At the eastern end of the wall, runoff is concentrated and scours the vegetated surface.

### Recommendations

- Regrade the vegetated swale behind the PSB to make it deeper and wider to intercept stormwater and snowmelt running off the slope toward the building. Reseed disturbed earth and protect it with clean hay mulch until the grass grows in to a minimum 85% coverage.
- Remove overgrowth from within the stream channel to ensure runoff can flow unobstructed to the culvert. Perform annual maintenance in this channel to prevent the overgrowth from recurring.
- Video-inspect the culvert beneath the pavement to verify it is functioning properly, that it has not deflected, and that it is not leaking water through its joints. If there are any signs of distress or leakage, additional measures may be warranted, such as relining or replacing the culvert. The Town should ensure the integrity of this pipe with regular annual inspections. Reconstruct or replace the headwall at the upstream end to prevent water from seeping through the joints.
- Install an oil/water separator between the apparatus bay floor drains outlet and the Route 132 stormwater system.
- Vacuum the sediment out of the drain manhole near the public entrance. Clean out the 4-inch PVC pipe exiting the headwall at the southeast corner of the property and investigate whether it connects to the drain manhole.
- Regrade behind the concrete retaining wall to establish a grassed swale to transport runoff away from the wall to a stabilized outlet. Inspect the wall annually for indications of displacement due to hydraulic pressure on its upslope face. If it begins to displace a perforated drainage pipe set in crushed stone should be installed and outlet to daylight.
- The site maintenance schedule should include inspection of stormwater structures, pipes, and swales for sediment and other debris, overgrowth, structural failure, erosion, and other indicators of problems and potential hazards.

### **Miscellaneous**

#### Observations

The aboveground oil tanks in the apparatus bay have no protective containment barrier to prevent spilled oil from entering the floor drains, nor is there a spill kit in close proximity to the tanks. Since the floor drain discharge does not flow through an oil/water separator, the potential exists for spilled oil to contaminate surface waters.

The steel double doors on the west side of the apparatus bay are corroding near the sill because the parking lot allows runoff to drain back toward the building. This is also a possible source of water intrusion into the apparatus bay.

The bollards on either side of the apparatus bay overhead doors are small diameter (4") and extend only 36-inches above the finished grade, making them difficult to see from the cab of a fire truck or ambulance backing into the building.

Only one of the four exterior doors complies with ADA regulations, because three of them do not provide a flush at-grade sill.

Support for the two aboveground propane storage tanks consists of loose-laid concrete blocks. The blocks at the easternmost tank are displaced and seem to be shifting.

There is no fence or other physical barrier along the top of the concrete retaining wall located on the east side of the building. This is a potential fall hazard.

#### Recommendations

- Install a spill kit adjacent to the oil storage tanks inside the apparatus bay. Inspect the tanks regularly for leaks, signs of distress, or other problems.
- Consider installing a trench drain or similar stormwater inlet structure, such as a catch basin, in front of the double doors on the west side of the PSB to prevent water from sitting against and leaking under the doors.
- Replace the bollards with larger, more substantial concrete-filled steel bollards at the overhead apparatus bay doors.
- Modify the exterior grade of at least one additional exterior door to comply with ADA standards, which require that at least half of all egress doors are ADA compliant.
- Install a new support for the easternmost propane tank to ensure it remains stable. This will require excavating for a new gravel or crushed stone base on which the support can sit. The existing blocks can be reused once a solid base is established.
- Install a fence or other barrier to prevent accidental falls from the top of the retaining wall.

#### **Building Assessment – Public Safety Building**

The assessment reviewed items such as the building structure, building exterior including roof, doors and windows, interior finishes and mechanical and electrical systems. We also considered ADA Accessibility and factors affecting the functionality of the building for the users. The results of our investigation of the Public Safety Building are summarized below, along with TTG's recommended improvements.



## Overview

The Public Safety Building was constructed around 1987. It houses the Police and Fire Departments for the Town of Sanbornton. The building is wood framed with a gable style, shingled roof. The front or south side of the building parallels Sanborn Road and is 115-feet in length. The 60-foot wide by 70-foot deep apparatus bay occupies the west side of the Safety Building. From the northeast corner of the apparatus bay there are a series of jogs along the rear of the building. Along the east side, the building is 32-feet front to back. The gross area of the building is 6500 square feet. The apparatus bay occupies 4200 square feet, the fire department administrative offices occupy approximately 450 square feet, while the Police Department, occupies about 900 square feet. Common areas including a training room, bathrooms, storage and other spaces occupy the remaining 950 square feet.

In general, the building's structure is satisfactory and there are no unusual problems or issues to report. We did get into the attic space over the apparatus bay and also the attic space over the administration wing and observed the pre-engineered wood roof trusses, spaced at 2-feet on center. The trusses appeared to be in good condition and it appeared that all stability bracing was properly installed. The attic space over the administration wing houses a large mechanical air handling unit that services the administration wing and common areas.

## Building Exterior

### Observations

The roof is covered with a traditional 3-tab asphalt shingle. The shingles appear to be in fair condition with some worn spots and damaged areas in the valley and along the edges where ice dams are known to form. The shingles are started to curl in areas and will be in need of replacement in the next 5 to 6 years or possibly sooner, depending on the harshness of the weather. There are gutters along the front of the administrative side of the building. One of the gutter runs is missing and should be replaced. The building is sided with wood clapboards and wood trim. We observed areas of peeling paint on the clapboards and trim at various areas around the building. Some trim pieces near grade, particularly along the rear of the building are starting to rot.

The three large overhead doors at the apparatus bay are steel clad insulated doors with four glass lights in each door. The apparatus bay doors are in good condition as are the pass doors, along the front and side of the building. There are eight double hung windows along the front of the building, providing light to the administrative offices and three double hung windows on the west side of the apparatus bay. All of which are in good condition. The concrete apron at the front of the apparatus bay has several fairly wide cracks that appear to be due to settlement as opposed to shrinkage of the concrete.

## Recommendations

- Monitor the exterior coatings on the clapboards and trim and sometime within the next 3 to 4 years, make plans to scrape and paint the building. In the meantime arrange to replace all rotted and otherwise deteriorated wood trim pieces.
- The existing shingles have limited life. They will require replacement in the next 5 to 6 years or sooner. Prior to replacing the shingles, insure that the attic spaces are properly ventilated with ridge vents, gable end vents and vents at the eaves to help minimize the formation of ice dams. Proper air flow is critical to good ventilation so it is imperative that there is an adequate passage for air movement at the eaves of the building.
- The cracks in the concrete apron at the apparatus bay should be patched to prevent water infiltration which can lead to further damage especially during the winter when freezing temperatures occur.
- Replace the section of gutter just to the right of the public entrance.

## **Interior Finishes**

### Observations

The administrative area of the building has a variety of finishes. In general the ceiling is a suspended acoustical type ceiling with 2' x 4' ceiling tiles. The tiles are in good condition. The walls are painted gypsum board. The floors are carpeted in the office spaces, while the hallways, restrooms, shared office areas and break room/training room has vinyl composition floor tile. The interior finishes are in fair to good condition with some of the walls in need of a fresh coat of paint.

Overall the office space is functional but there is the appearance of overcrowding due to the lack of adequate storage. The fire chief, police chief and administrative assistant office space is undersized and there is insufficient space for the patrol officers. The booking area is inadequate as is the bench used for restraining prisoners. There is no sally port for the transfer of prisoners from a patrol car to the booking area.

The apparatus bay has a bare concrete floor with cast in floor drains running front to back in each bay. On the west side there is a considerable amount of spalling and cracking in the concrete floor adjacent to the floor drain. It appears that the floor may have settled slightly in and around the floor drain. There are quite a few hairline cracks in the floor in the apparatus bay on the west side of the building, particularly near the overhead door.

### Recommendations

Consider a re-design of the present space to make it more functional or look at moving the police department to a different building and reallocate the existing space for expanded fire department use.

## **ADA Accessibility & Security**

### Observations

The majority of the ADA requirements are met with respect to building access, restroom access and handicap provisions in the restrooms. Some of the office doors do not have ever style handles but the restrooms doors are fitted with the proper type of ADA accessible lever handles.

The biggest issue at the Public Safety Building is the lack of security for personnel working in the building. Once inside the main entrance there is a wood framed swing gate with a latch that is supposed to prevent the public from gaining free access to the rest of the building. There is a simple latch on the gate that can be easily opened by reaching over the top of the gate.

Furthermore the gate is lightly built such that a moderate amount of force could easily force the gate open. There is a full time administrative assistant working in the open adjacent to the gate entry and there is a sliding glass window in the wall between the office and the hallway entry.

Other security issues involve the handling of prisoners. As mentioned above, there is no sally port to allow for the safe transfer of prisoners from the police vehicle to the inside of the station for booking or questioning. Once inside the building there are no holding cells and prisoners are restrained by handcuffing them to a bench.

### Recommendations

Upgrade the security at the main entrance to help protect persons working in the building improve security for the officers that have to deal with prisoners. The Town should consider the addition of a sally port and a holding cell for retaining prisoners. Unfortunately, the present building does lend itself very well to the addition of a sally port

## **Mechanical Systems**

### Observations

The main heat for the administrative portion of the building is a large gas fired hot air furnace located in the attic space above. The apparatus bay is heated by ceiling hung gas fired Modine heaters. All units appear to be in good operable condition.

### Recommendations

- Upgrade the equipment to more efficient units.
- Consider relocating the units so that maintenance of the units is more feasible.

## **Electrical & Fire Protection**

### Observations

The building does have emergency lighting and smoke and heat detector, however there is no sprinkler system. The lighting is outdated.

### Recommendations

- Upgrade the lighting fixture to more efficient fluorescent or LED type lights.

## **Architectural Space Program Review**

### Observations

The Police station and Fire Department presently share building space and a receptionist. The Police space is very limited to one open patrol office and a supervisor's office. The patrol office is very small and inadequate. The evidence room is very small and the booking space is within the open office. The Chief commented that they need a two vehicle sallyport, vehicles are presently parked outside with a side entrance for suspects to be brought into the patrol office. The police department also has a storage container for equipment outside the building in the parking lot. Kitchen and restroom facilities are shared with the Fire Department. A locker room is not present; there is a closet off the corridor back to the patrol room. The evidence room lacks adequate space.

The security of the space is less than ideal with the patrol room adjacent to the building receptionist space which could develop into an issue with a troublesome suspect. Also having the departments share a building puts either of the other departments at risk in a shooter situation.

### Recommendations

- Relocate Police Department to the current Town Office Building.
- Turn over vacated police department space to Fire Department.
- See attached proposed conceptual space program and plan diagrams (Options #1 & #2).

## **Connecting the Two Buildings**

When presenting the draft report to the select board, a request was made that we review the possibility of connecting the Public Safety and Town Office buildings. We do not recommend that the two buildings be connected for the reasons listed below.

There is a grade change between the two buildings. The Public Safety Building is approximately 2- 3 feet lower than the Town Offices and any internal connections would need to be compliant with the Americans with Disabilities Act. The resulting ramp would require a considerable amount of floor area.

The drainage channel running down the slope on the north side of this parcel is funneled into an 18" culvert that runs through the middle of the parking lot toward Rt. 132, between the two buildings. An addition would not only have to be designed to allow the culvert to penetrate the foundation walls, it would have the potential for future drainage problems. If the culvert were ever to fail it could create significant problems for any building spanning across it. Right now, if the culvert inlet is dammed up, the runoff from the channel can overtop the edge of pavement and flow across the parking lot to Rt. 132. If there is a building across the parking lot, it will become flooded if such an event were to occur. There is a lot of sloping terrain that ultimately directs flow through this culvert and if something ever happened to it, repairs would be extremely destructive and costly to any structure located above it.

Most of the site parking is located in the space between the two existing buildings. If an addition were constructed here, those parking spaces would be lost and the site topography does not lend itself to constructing additional parking. As configured now, there is not enough parking on site to meet the building requirements.

If the addition includes toilet rooms, sinks, or any other fixture with waste plumbing, there is not a convenient way to get the discharge from those fixtures to the leach field. It would either require a new pump station to move effluent into the septic tank behind the public safety building, or it would require disturbance of the existing building slabs to install new piping to tie into the existing plumbing. It is not clear that the leach field can accommodate any additional flows and if not, it would have to be enlarged, requiring permitting.

There was also a discussion about the possibility of a second floor on the Town Office building. This was decided it was not a good idea due to circulation (stair and elevator) requirements.

## Town Office Building - Assessment Photos



Potential to restripe spaces and relocate the accessible space.



Add 'Van Accessible' sign to existing sign. Swale that ponds water seen behind.





Site light at southwest corner.



Excessive growth along embankment of fire pond.





Fire pond emergency spillway and exposed HDPE pipe.



Stand pipe - left of main entrance.





Pump station access hatch.



Timer on west side of building.



Slope on north side. Construct swale between exposed wellhead and generator.



Swale along west side. Note: Elevated grate preventing water from draining.





Door at southwest corner with infiltration problems at sill.



Ground sloping back toward building.



Propane tanks and toe of slope.



HDPE outlet and scoured outfall.





Exterior door with no concrete pad.



Non-ADA compliant exterior door.



Town Office Building - Main entrance, South Side.



East Side of Town Office Building. Note peeling paint.





Rear of Town Office Building.

Note: CMU construction, propane fired generator, and storage area for oil storage tank.



West side of Town Office Building. Door into Town Clerk's Office.



Incoming electrical, telephone and cable services on front of building.



Main lobby of Town Office Building. Main entrance door on right.





Service window for Selectman, Assessor, Zoning/Building Department and other services.



Work Station in Assessor/Zoning/Building Department Office.



Work area in Town Clerk/Tax Collector Office.



Walk-in safe in Town Clerk/Tax Collector's Office.





Corridor to Selectman's Meeting Room.



Corridor looking back toward main entrance.



Meeting room with carpeted floors and file storage cabinets.



Kitchenette/break room at rear of building with space for Welfare Office.





Ceiling tiles are found in some offices.



Space for Selectman, Zoning, and Town Assessor. Note suspended ceiling and carpeted floors.



There is one ADA compliant bathroom in the building.



Incoming electrical panel, sub-panels, telephone and data cabling located in closet near front entrance.





Generator transfer switch on the wall adjacent to the main entrance.  
Electrical closet is behind switch.



Typical smoke alarm located throughout the building.  
There are two pull stations; however there are no horns or strobes.



Oil-fired hot air furnace.



Overflow alarm for 1,000 gallon septic tank mounted on wall of bathroom.



## Public Safety Building - Assessment Photos



Accessible parking space and path to main entrance.



Driveway sloping away from building toward Rt. 132.



Conflict between parking space and exterior door.



Pavement undermining at parking lot.





Dense woody growth over effluent disposal area.



Shallow swale behind apparatus bay.





Overgrowth in swale leading to culvert beneath parking lot.



Deformation at culvert inlet.





Clogged 4-inch PVC pipe at headwall.



Concentrated runoff flowing past retaining wall.



Retaining wall at east end of PSB. Note absence of fall barrier.



Apparent leakage on oil tank surface.

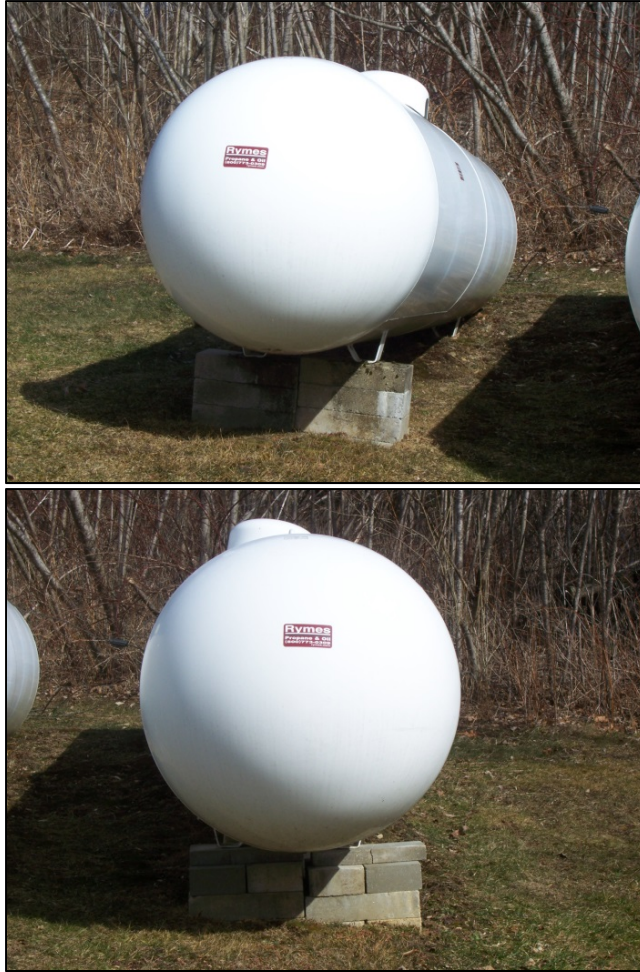




Slope back toward foundation and corrosion at exterior doors.



Bollards at apparatus bay and pedestrian route to main entrance.



Note: Displacement of concrete blocks supporting propane tank (top photo).



Sanbornton Public Safety Building – South Side.





West side of Public Safety Building. Wood clapboards and asphalt shingles.



Main Entrance for the public. Note peeling paint along the lower section of the wall.





Roof valley with worn and deteriorated shingles.



Bollard by overhead door. Note peeling paint and cracked concrete apron.





East side of Public Safety Building.



North roof only about 12-inches above grade.





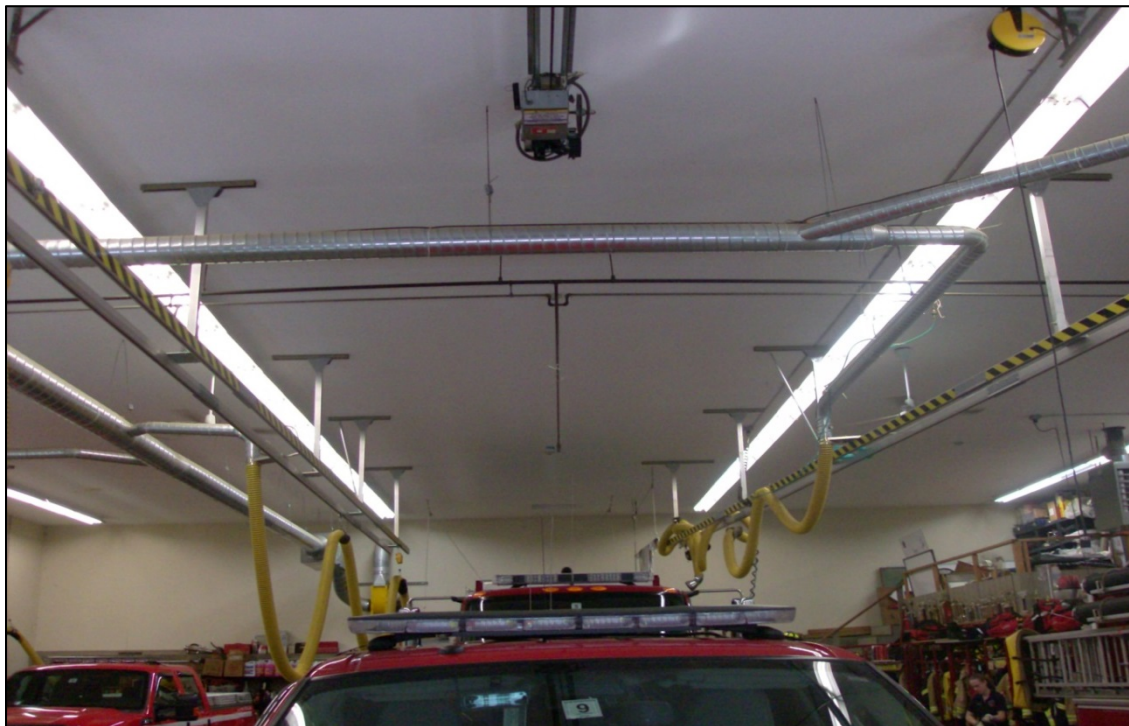
Peeling paint and rotted trim at intersection of roof and sidewall.



Roof trusses and insulation over administration section of building.



North side of Apparatus Bay. Large louver for attic ventilation.



Ceiling of Apparatus Bay. Note Plymovent System.





Overview of Apparatus Bay from storage mezzanine.



Wood trusses over the apparatus bay.





Hairline cracking in the floor of the apparatus bay.



Spalled and depressed concrete around floor drain in apparatus bay.



Limited space available for equipment storage.



Commercial washing machine in apparatus bay.





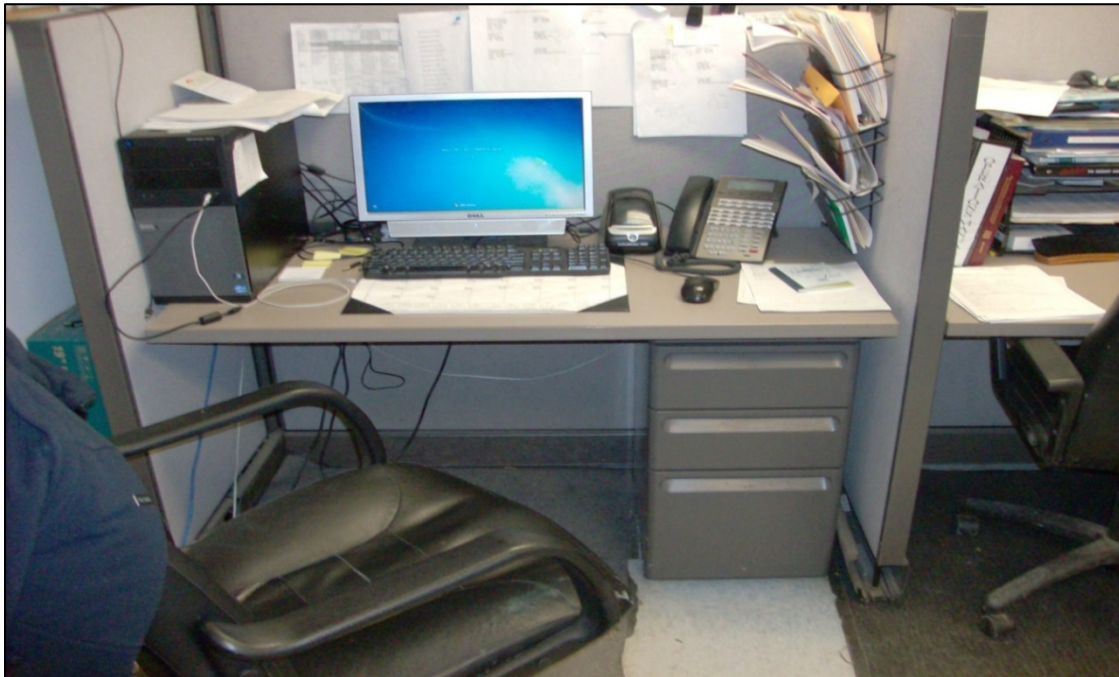
Fire Chief's Office.



Combination Break Room, Kitchen and Training Room.



Police Chief's Office.



Typical work station for police officer.





Booking station.



Area where prisoners are restrained until transport is arranged.

Space Summary

Program Spaces		Quantity	Occ Ea.	DESIGN SF EA	ACTUAL SF EA	DGSF
<b><u>Town Department Offices</u></b>						
Secure Entry		1	2	200		200
Administration/ Reception		1	1	120		120
Town Administrator		1	3	150		150
Treasurer		1	1	130		130
Finance Director		1	1	130		130
Assessing		1	1	130		130
Tax Collector		1	1	130		130
Conference Room/Safe Room		1	8	240		240
Copy Room		1	0	100		100
File Space		1	0	30		30
<b><u>Town Meeting Functions</u></b>						
Selectmen Meeting Room		1	50	820		820
Select Board Assistant		1	2	130		200
<b><u>General</u></b>						
Visitor Restroom		2	1	60		120
Office Restroom		2	1	60		120
Kitchen		1	1	200		200
Vault Storage		1	0	80		80
Records Storage		1	0	500		500
IT Room		1	0	80		80
Mechanical		1	0	100		100
<b>Space Total</b>		13	6			3430

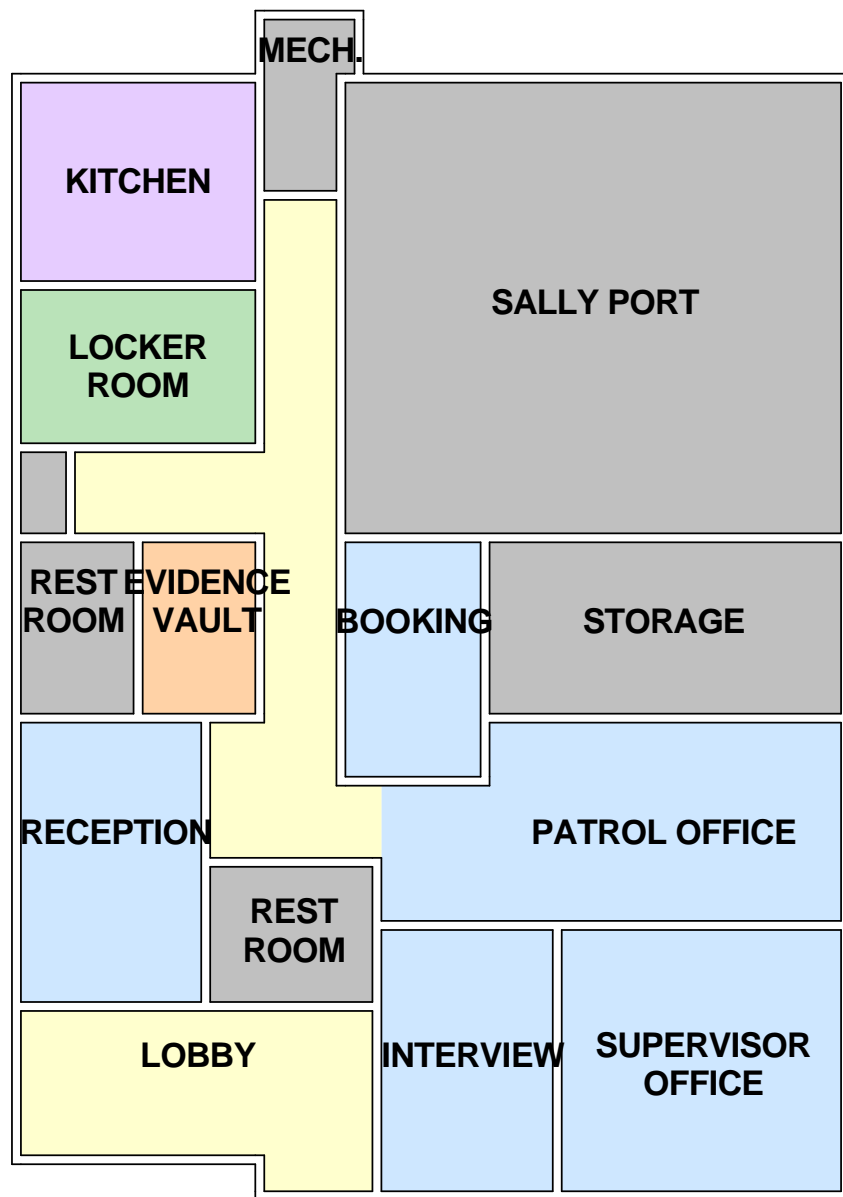
With gross factor of 20%	4,116 SF
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Space Summary

Program Spaces		Quantity	Occ Ea.	DESIGN SF EA	ACTUAL SF EA	DGSF
<b><u>Police Station Entry</u></b>						
	Secure Entry	1	2	150		150
	Administration/ Reception	1	1	150		150
	Visitor Restroom	1	1	60		60
	Interview Room	1	4	140		140
<b><u>Police Station Office</u></b>						
	Supervisor Office	1	3	150		150
	Patrol Office	1	2	200		200
	Locker Room	1	2	80		80
	Office Restroom	1	1	60		60
	Kitchen	1	2	140		140
<b><u>Processing</u></b>						
	Sally Port (2 vehicles)	1	2	580		580
	Booking Room	1	2	150		150
	Holding	1	1	60		60
	Evidence Storage	1	0	80		80
	Storage	1	0	300		300
	Mechanical	1	0	80		80
<b>Space Total</b>		13	6	2380		2380

With gross factor of 10%	2,618 SF
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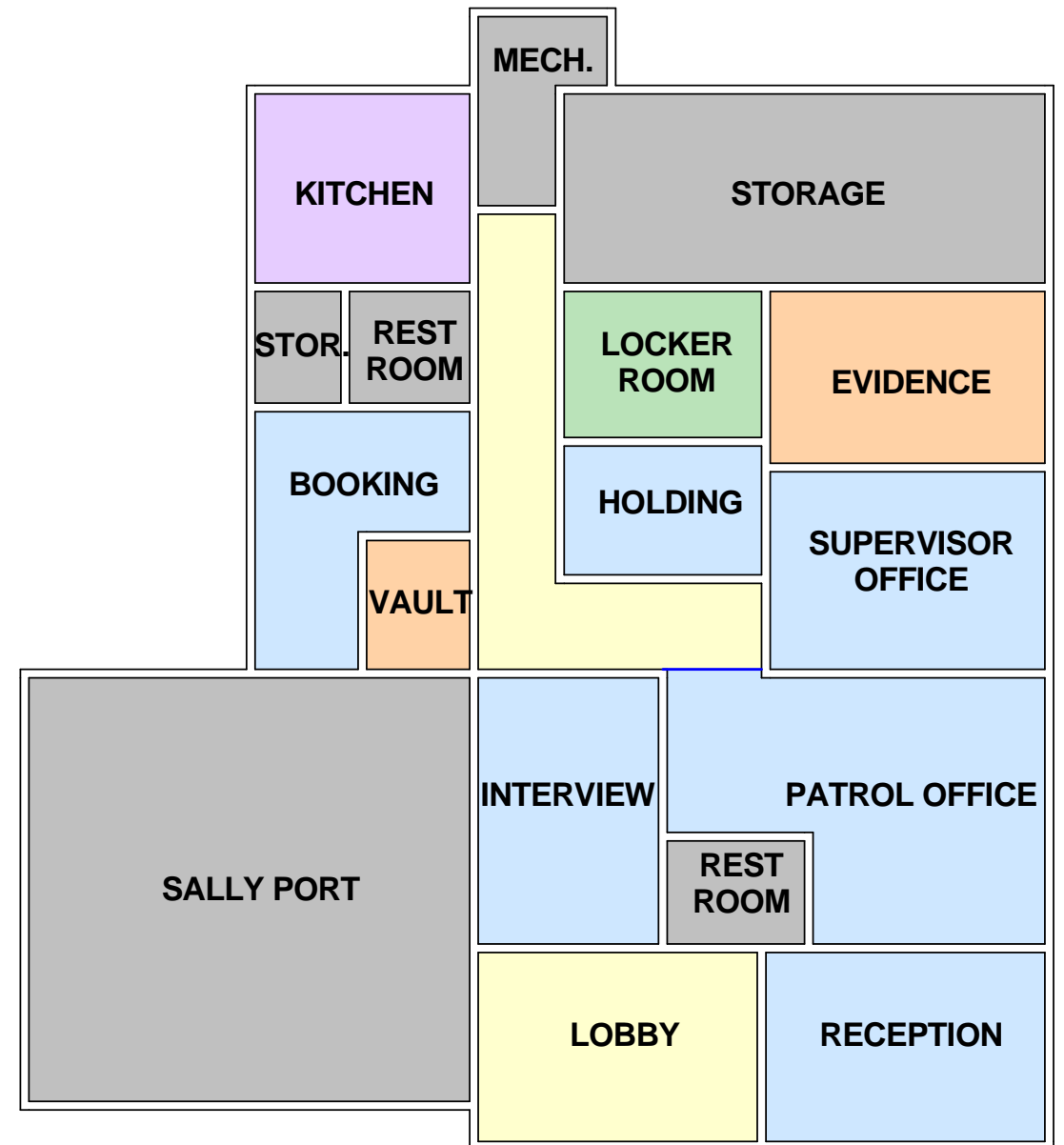


- ADMINISTRATIVE OFFICES
- EVIDENCE
- LOCKER ROOM
- KITCHENETTE
- CIRCULATION
- RESTROOMS & FACILITIES

1  
A1.6

## OPTION 1

Scale: 3/32" = 1'-0"



2  
A1.6

## OPTION 2

Scale: 3/32" = 1'-0"

# TOWN OF SANBORNTON

## FACILITY ASSESMENT

SCALE: N.T.S.

## OPTION 1 & 2

DATE: 05/31/2016

PROJECT: 4378





# TOWN OF SANBORNTON

## FACILITY ASSESMENT

SCALE: N.T.S.

## PROPOSED SITE PLAN

DATE: 05/31/2016

PROJECT: 4378



# TOWN OF SANBORNTON

## FACILITY ASSESMENT

SCALE: N.T.S.

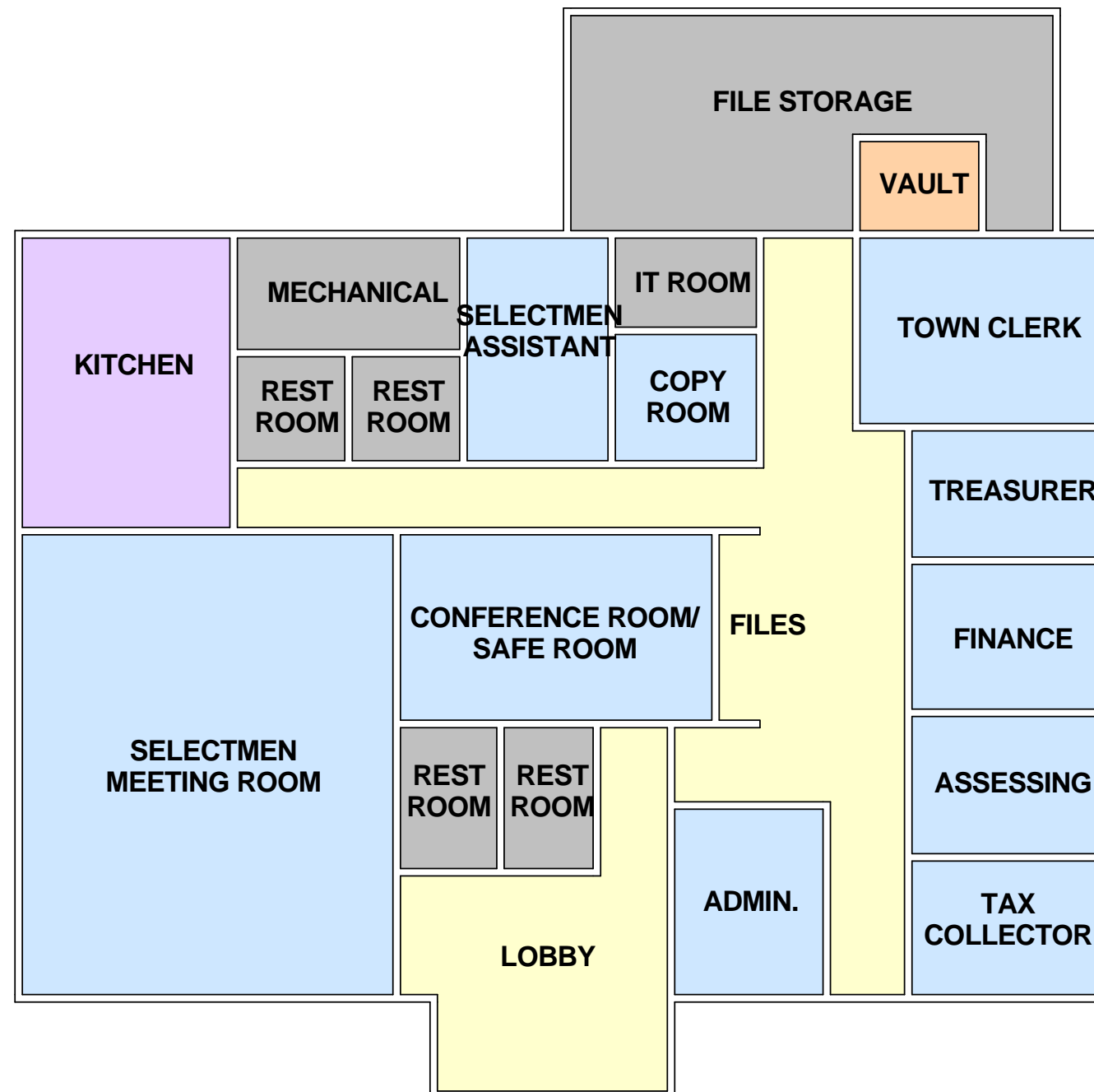
OPTION 3

DATE: 05/31/2016

PROJECT: 4378

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- ADMINISTRATIVE OFFICES
- EVIDENCE
- LOCKER ROOM
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- CIRCULATION
- RESTROOMS & FACILITIES





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